

JOBs AND RESPONSIBILITIES

Complete the descriptions:

Responsible for- Payers- Accounting-Chief Accountant- Friendly

Anthony Smart My name's Anthony Smart. I'm the (1)..... for Xcel Systems. I'm (2)..... cash flow, credit control, preparing financial statements, reports and so on. On the whole, I enjoy my work - I've always enjoyed working with numbers. I also like the company culture and the people here at Xcel - it's a very (4)..... and supportive work environment. One task I don't quite like is chasing money from late(5) That can be rather unpleasant sometimes.

Salary- Responsible for- In charge of- Managing director- Suppliers- goals- long hours

Daniel Goldman My name's Daniel Goldman and I'm the (6) of Xcel Systems. I'm (7).....the day-to-day running of the business including managing projects, organising people's work, dealing with (8)..... and important customers. I'm also (9).....developing the company's long-term strategy. What I like most about my work is the responsibility, the challenge and of course the (10)..... I also really enjoy motivating and inspiring other people to achieve their (11)..... and develop the company. The part I don't really like is the (12) It's not uncommon for me to spend 12 hours in the office, which doesn't leave me much time for my family. On top of that, my job can get pretty stressful at times, especially when we have problems with our suppliers.

Employees- deal with- Training- Human Resources Manager- Responsibilities- Staff-skills-

Susan Clarke My name's Susan Clarke. I work for Xcel Systems as a (13)..... My (14)..... include recruiting new employees and organising (15)..... for company (16)..... It's also my job to improve the company's working conditions. I find my work very interesting mainly because I enjoy working with people. It's also very satisfying to see (17)..... improve and develop their (18)..... because of initiatives that I have put into practice. What I don't like so much is when I have to (19)..... a difficult employee - for example, somebody who is habitually late, takes too many days off or doesn't meet deadlines. That can be rather stressful. But luckily, it doesn't happen too often.